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| PROCEDURE:  3050 |        SYSTEMS SOFTWARE          | DATE: 04/26/02 |
|_____|                                  |_____|
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| TITLE:   Requests for Userids to Access TSO and CICS            |
|          Information Systems                                        |
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| Purpose: |
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To document the approved method for requesting Userids for use on ITD's
Information Systems.

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| Exceptions and Exclusions  |
|_____|
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User's whose TSO and CICS Userid functions are handled by a Group Administrator
than ITD's Security Administrator. If in doubt, ask your supervisor.

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| Procedures  |
|_____|
```
To request an ID to access the Information Systems of ITD (TSO and CICS,
a SECURITY INFORMATION FORM (form '337-5199') must be
filled out, signed by the person requesting access and their supervisor,
and delivered to ITD's Security Administrator. After the information
has been entered the form will be destroyed. This information will be
used by the ITD Help Desk to verify the user's identity when necessary.

Additional forms are needed if the user is requesting access to TSO
and/or requesting use of a resource (Dataset or CICS transaction) that
is secured. For TSO access, a TSO USERID REQUEST (form '337-5347') will
need to be completed and to access a secured resource, a SECURITY
AUTHORIZATION REQUEST (form '337-5346') must be completed.

All forms specified above are available upon request from the ITD Help
Desk at (515) 281-5703 or (800-532-1174) or ITD's Systems Software
section at (515) 281-5594.

INCOMPLETE FORMS WILL BE RETURNED TO THE REQUESTER.

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| Attachments  |
|_____|
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SECURITY INFORMATION FORM (attachment A) is to be completed as follows:

  a. Check Service(s) Desired: TSO, CICS, or change user
     information.

b. Userid: If you are requesting a new ID, leave the line blank. If
   you already have an ID and are requesting a change in the
   information that follows, fill in your ID on this line and check
   "change user information" at the top of the form.

c. User's Name: User's first name, middle initial, and last name.

d. User's Supervisor: self-explanatory.

e. Supervisor's Phone Number: self-explanatory. Specify area code if
   outside the (515) area.

f. User's Agency: This refers to the State agency (e.g. DHS, General
   Services), not a division or section.

g. Agency Billing Number: This refers to your agency's number used for
   billing for ITD resource use. This number should be three numeric
   digits followed by an alpha character (e.g. 337A). (It is most
   commonly used in computer job processing.) Check with your agency's
   accounting personnel for the appropriate number.

h. Work Location (address): the address of your place of employment.
   This should include the building name, city, etc.

i. User's Signature: self-explanatory.

j. Supervisor's Signature: self-explanatory.

k. User's Mother's Maiden Name: Mother's last name prior to any
   marriage. For use as identifying information.

l. User's Social Security Number (or Employee Number) self-explanatory.
   For use as identifying information.

Whenever any of the information on the Security Information Form
changes, the user should provide the Security Administrator with an
updated Security Information Form with 'change user information' checked
at the top of the form. IT IS EXTREMELY IMPORTANT THAT THIS INFORMATION
BE KEPT CURRENT WITH THE SECURITY ADMINISTRATOR.

TSO USERID REQUEST form (attachment B) is to be completed as follows:

a. Action Requested   Add | Change | Delete   TSO Userid: circle one.

b. Userid: If you are requesting a new ID, leave the line blank. If
   you already have an ID and are requesting a change in the
   information that follows, fill in your ID on this line and circle
   'Change' for action requested.

c. User's Name: self-explanatory.

d. Phone Number: self-explanatory. Specify area code if outside the
   (515) area.

e. Agency: This refers to the State agency (e.g. DHS, General
   Services), not a division or section.

f. Billing Number: This refers to your agency's number used for
   billing for ITD resource use. This number should be three numeric
   digits followed by an alpha character (e.g. 337A). (It is most
   commonly used in computer job processing.) Check with your agency's
   accounting personnel for the appropriate number.

g. PANVALET required Yes | No: Circle whichever is appropriate. If
   PANVALET is required, specify your agency or division's access code.

h. Supervisor's Name and Signature: self-explanatory.

SECURITY AUTHORIZATION REQUEST form (attachment C) is to be completed as
follows:

a. Requester: Name and agency of the person requesting access.

b. Userid: self-explanatory. If a SECURITY INFORMATION FORM for a new
   userid is submitted with this request, leave this line blank.

c. Activity ADD | DELETE | DELETE USERID: circle activity requested,
   one activity per form. ADD will give the userid access to the
   resource specified. DELETE will only delete the access to the
   resource specified, the userid will still exist. DELETE USERID will
   delete the userid.

d. User's Name: self-explanatory. Always include the user's name,
   this is used to verify that the correct person's userid is updated.

e. Resource Name: The dataset name (e.g. 'X076.Y999') or CICS
   transaction (e.g. 'LEGS') for which access is being requested.

f. Resource Type DATASET | CICS TRANSACTION: Circle one.

g. Type of access NONE | READ | UPDATE | CONTROL | ALTER: This only
   pertains to Resource Type 'DATASET', circle one.

     Access types:

       NONE - Users will not be able to access the dataset, not even to
              read it.

       READ - Users will be able to read the dataset but not change it
              in any way. (For VSAM files, users with only READ access
              will not be able to VERIFY the file).

UPDATE - Users will be able to read and update the dataset.

CONTROL - Users will be able to read and update a VSAM dataset (as well as VERIFY it).

ALTER - Users will be able to read, update, delete and rename a dataset.

h. Approval: The person approving the request is the owner of the resource, not the person requesting access or their supervisor.

Original issue date: 08/16/91